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Approved For Release 2001/03/01 : CIA-RDP54-00177A000200100005-6

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: Monthly Report of Operations for the period ending  
31 May 1953

A. Personnel On Duty Vacancies In Process

Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section

1. No. on leave three days or more: 25X9A2  
Records Mgt. Section- 0  
Mail Control Section- 9  
Records Center Sec.- 4
2. No. on special detail out of office 2. How long?  
Records Mgt. Section- 1  
Records Center Section- 0  
Mail Control Section- 1
3. Where: One Records Analyst to Jackson Commission.  
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:  
Records Management Section- 0  
Records Center - 0  
Mail Control - 15
5. Specific cases on item 4 not in previous reports. -
6. New applicants interviewed 4. Recruited by Personnel 1.  
Recruited by this office 3.

Document No. 005

NO CHANGE in Class. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1783

Date: By:

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B. Administration and Problems

Records Management Section - The Records Management Training Program was completed. A complete report of the program was submitted in a report to the DD/A dated 26 May 1953.

Attached is a copy of a proposed report to indicate the periodical progress being made by offices in connection with their Records Management Program. In connection with this Program, a tour of the Printing and Reproduction Division was arranged and to date 45 people have made the tour.

We are currently requesting various offices to review their Vital Materials program to determine if additional records should be declared vital or if any material presently considered vital could be eliminated.

In the process of obtaining "working level coordination" prior to issuing the proposed Agency File Manual, Messrs. [REDACTED] 25X1A9a  
[REDACTED] attended a meeting held by Mr. [REDACTED] of the 25X1A9a  
25X1A9a Office of the DD/I. Present from the DDI component, in addition  
25X1A9a to Mr. [REDACTED] were the Area Records Officers from OSI and ORR  
and representatives from the other offices. Mr. [REDACTED] ob- 25X1A9a  
jected to a couple of subjects in the Manual but agreed to ac-  
cept it if a few changes were made. Mr. [REDACTED] of DD/P 25X1A9a  
had no major objections to the Manual while the Office of  
Communications and the Office of Training requested more time  
to study it.

Other meetings with individuals indicate that some progress is being made in the individual office's Records Management Program. The Area Records Officer for ORR has combined the files of the Assistant Director and the Administrative Staff and arranged them according to the Agency File Manual. OSI is in process of reinventorying vital materials and listing material to be retired to the Records Center.

Mail Control Section - The two new mail trucks are now in operation and six daily trips are being made to all the buildings in the area west of 17th Street. In addition to the increased service, two panel trucks have been returned to the Motor Pool. Scheduled courier trips to the [REDACTED] have been 25X1A6a  
established on a two-trip-per-day basis. Biweekly stops have  
been included at the Office of the [REDACTED]

25X1X7

LEGEND		REVISION DATES OF THIS REPORT									
<input checked="" type="checkbox"/>	SURVEY STARTED	1 June '53									
<input type="checkbox"/>	PROGRAM STARTED										
<input type="checkbox"/>	PROGRAM 50% - 75% COMPLETE OR EFFECTIVE										
<input type="checkbox"/>	PROGRAM COMPLETED OR FULLY EFFECTIVE										
		RECORDS CREATION			RECORDS MAINTENANCE				RECORDS DISPOSITION		
COMPONENT		FORMS MANAGEMENT	REPORTS MANAGEMENT	CORRESPONDENCE MANAGEMENT	ESTAB. LOGICAL FILE STATIONS	UNIFORM CLASSIFYING & FILING	STANDARD ROUTING AND PROCESSING	FILING EQUIPMENT & SUPPLIES CONTROL	V. M. PROGRAM	DISPOSITION SCHEDULES	CONTROL SCHEDULES
		DATE AREA RECORDS OFFICER ASSIGNED									
DIRECTOR OF CIA				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
DIRECTOR OF TR'G.											
COMMO								*			15 May '53
DEPUTY DIRECTOR (INT.)	OFFICE OF DDI										
	ONE										
	OCI										
	OR&R			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				20 May '53
	OSI										11 April '53
	OFFICE OF OPS.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	OGD										
	OIC										
DEPUTY DIRECTOR (PLANS)	OFFICE OF DDP							*			
	FI STAFF										
	PM STAFF										
	TECH. SERVICE										
	FAR EAST DIV.										
	NEAR EAST DIV.										
	WEST HEM. DIV.										
	SOVIET RUSS. DIV.										
	W. EUROPE DIV.										
DEPUTY DIRECTOR (ADMIN.)	E. EUROPE DIV.										
	S.E. EUROPE DIV.										
	OFFICE OF DDA										
	I & S										
	GEN'L COUNSEL										
	AUDIT OFFICE										
	PERS. OFFICE										
	COMPTROLLER										
	MEDICAL OFFICE										
	LOGISTICS OFFICE										
	GEN'L SERVICES										

NOTES:

\* Selection and deposit of material made by the Office independently of Records Management and Distribution Branch.

Red indicates progress for previous month.

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MONTHLY REPORT - MAIL CONTROL SECTION  
May - 1953

	<u>THIS MONTH</u>	<u>TO DATE*</u>
<b>1. <u>INCOMING MAIL</u></b>		
(a) Delivery by Post Office	17,214	211,871
(b) Picked up from Post Office by courier	2,203	27,792
(c) Picked up from City by courier	5,373	44,992
(d) Letters:		
Received	8,049	66,589
Recorded		
(e) Undeliverable (held in Mail Room)	17	17
<b>2. <u>OUTGOING MAIL</u></b>		
(a) Picked up by Post Office	15,028	134,276
(b) Deposited in Post Office by courier	22,995	164,140
(c) City Deliveries	7,185	69,709
(d) Penalty Indicia Used		
(1) CIA	3,766	28,924
(2) [REDACTED]	7,334	64,863
(3) SSU	3	41
(e) Postage Expended	\$4,273.74	\$37,629.86
<b>3. <u>COURIER SERVICE:</u></b>		
(a) Scheduled Trips	1,008	10,619½
(b) Special Trips - Within Agency	180	1,434
(1) Delivered by foot	50	797
(2) Delivered by vehicle	130	681
(c) Other Agencies	101	1,143
(d) Trips outside area	6	51
(1) Total time	67 hrs. 5 min. 244 hrs. 40 min.	
<b>4. <u>FILE ACTIVITY:</u></b>		
(a) Checking courier receipts	30	111
(1) Total time	12 hrs. 5 min.	90 Hrs.
(b) Requests for Administrative Files		
(1) Requests filled	14	149
(2) Requests unfilled	2	53
<b>5. <u>RECRUITMENT:</u></b>		
(a) Couriers	0	23
(b) Mail Clerks	0	4
(c) Messengers	1	7
<b>6. <u>SEPARATIONS:</u></b>		
(a) Couriers	0	14
(b) Mail Clerks	0	2
(c) Messengers	1	5

\* The figures in this column will revert to 0 at the beginning of each fiscal year.

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SECURITY INFORMATION

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MONTHLY REPORT - DISTRIBUTION

DATE May 1953

THIS MONTH TO DATE\*  
1952 1953

1. INTELLIGENCE & INFORMATION REPORTS

a. Request for Supplemental Distribution	293	375	3353
b. Intelligence Reports:			
Received ( Copies 4999 )	4104	196	7384
Distributed ( Copies 1607 )	538	898	9171
Returned ( Copies 538 )	668	388	5125
c. Information Reports			
Received ( Copies 4306 )	-	4306	29202
Distributed ( Copies 1500 )	1568	1359	14375

2. ADMINISTRATIVE ISSUANCES

a. Request for Supplemental Distribution	51	48	593
b. Regulations			
(1) Initial Distribution			
( Copies 1050 )	5	4	84
(2) Supplemental Distribution			
( Copies 1287 )	25	236	6992
c. Notices			
(1) Initial Distribution			
( Copies 22612 )	12	14	171
(2) Supplemental Distribution			
( Copies 252 )	17	27	1638
d. Other			
(1) Initial Distribution			
( Copies 1981 )	1	1	24
(2) Supplemental Distribution			
( Copies 75 )	6	17	470

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

\*\* The July through September total of information reports received- is included in the total of Intelligence Reports received.

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1.    Records Storage (all figures in  
                                 cubic feet)

(a) Received	77	1504.2
(b) Destroyed	3	194
(c) Storage Space: (Total)	7600**	
Records	3146	
Dist. Material	3195	
Committed	1259	
Available	0	

2.    Records Reference

(a) Service Requests	187	1443
(b) Items on Requests	481	8604

## 3.    Inter-Agency Reference Service

(a) Requests

\*    The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

\*\*    This figure has been adjusted to include all available storage space (shelving, top of cabinets and floor.) 500 cubic feet of the 1,259 is shelving space and the remainder is on the floor or on top of file cabinets.

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MICROFILM PROJECTS  
MAY 1953

	<u>THIS MONTH</u>	<u>TO DATE</u>
1. <u>Projects Pending</u>		
a. Entire Records Group	1	_____
b. Record Group Accretions	2	_____
2. <u>Projects in Process and Completed</u>		
a. Entire Records Group		
(1) In Process	0	_____
(2) Completed	1	51
b. Records Group Accretions		
(1) In Process	0	_____
(2) Completed	2	37
c. Images Filmed (Total)	127,093	1,409,257
(1) Rotary Camera	127,093	952,973
(2) Flatbed Camera	0	455,384
d. Reels (100 ft.)		
(1) In Process	58	
(2) To Be Reviewed	0	
(3) Reviewed	54	966

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